

PHILIP MORRIS U.S.A.
INTEROFFICE CORRESPONDENCE
Richmond, Virginia

To: Distribution

Date: September 22, 1993

From: S. A. Hutcheson

Subject: Records Management Task Force

The Task Force met on Tuesday, September 21 at 9 a.m. Susan Hutcheson, Chairman, called the meeting to order. She welcomed Ken Vandenbroek from Human Resources and Virginia Murphy, PM USA Legal Department.

Susan reported on her meeting with Dan Lynch regarding the Task Force recommendations dated July 28, 1993. Since that meeting, responsibility for records management has been assigned to Mr. Vandenbroek. There is no indication that the recommendations were discussed at the Operations Management Team (OMT) level. John Miller volunteered to send a copy of the recommendations to Mr. Darrah.

Glen Insley, at Linda Markham's request, asked for ideas and recommendations on how we could reduce the "administrative burden" associated with the PM USA Records Management Program.

It was generally agreed, after much discussion, that a certain amount of administrative support is essential to comply with the program as originally conceived. Records category tracking, issuance of disposal notices and follow-up audits are required components of the program and require resources to administer it. Ms. Murphy indicated that Pat Elliott of Hunton & Williams is working towards streamlining current procedures and developing a more consistent retention schedule for PM USA. Consistent compliance across departments is clearly in the best interest of the Company.

The ability to administer the program as intended has been impacted by both manpower and budget constraints. To some extent, better understanding of both the legal and business needs for a sound records management program needs to be reviewed with our senior management group. The Task Force recommended that Linda Markham arrange for Ms. Murphy to provide an executive briefing and status report on Records Management for the OMT.

Based on input from Early Reese, IS currently does not have an employee designated to administer the Records Management Program. He questioned the need for documentation of disposals and the creation of a "paper trail." (Perhaps the answer is to create a site-wide "electronic trail" via E-mail for both document disposal notices and verification of disposal via electronic signature. If nothing else is achieved, it will save some trees and storage space! Perhaps IS can explore for site-wide use. This is an afterthought of the author of this memo.)

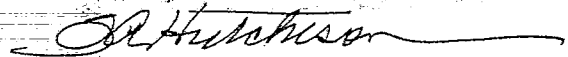
DOC CODE: R0070

2054967289

The Task Force agreed to meet in October, possibly with Pat Elliott of H&W present, to review progress towards a more consistent program. Susan Hutcheson "willed" the chairman's responsibility to Marian DeBardeleben who will arrange the meeting. Ken Vandebroek indicated he would like to revisit the recommendations dated July 28 with respect to consolidated vs decentralized operations.

In closing, I want to thank each of you for your input to and participation on the Task Force. I know you will continue to work as a team to improve the process!

/ds



Distribution:

Lewis Cummings

Marian DeBardeleben ✓

Glen Insley

William Lynch, III

John Miller

Clare Purcell

Early Reese

Ken Vandebroek

Joyce Worsham

cc:

H. G. Burnley, Jr.

K. S. Houghton

L. M. Markham

V. Murphy